

STARS MANUAL.....	1
GRANTS.....	1
INTRODUCTION	1
CURRENT REVISIONS LOG	1
GRANTS – WHAT IS IT.....	1
RELATIONSHIP TO OTHER TABLES	2
GRANTS – UNDERSTANDING THE BASICS.....	2
GRANT PHASES.....	2
GRANT DESCRIPTOR TABLE – D47	2
GRANT CFDA NUMBER DESCRIPTOR TABLE – D40	3
PROJECT CONTROL TABLE – 27 - OPTIONAL	3
TRANSACTION CODES THAT POST TO THE GRANT FILE.....	4
TRANSACTION CODES USED BY SCO ONLY	4
PURGES	4
GRANT CONTROL TABLE MAINTENCE – S029 – HOW TO COMPLETE	5
GRANT-29 FORM – HOW TO COMPLETE	6
GRANT CONTROL TABLE MAINTENCE –S029 DATA ENTRY INSTRUCTIONS.....	6
GRANTS – HOW TO ADJUST	12
DAY 1 – REVERSING THE INCORRECT TRANSACTIONS.....	12
DAY 2 – RE-ENTERING THE OLD TRANSACTIONS	12
GRANT REPORTS – WHAT ARE THEY	12
GRANT CLASSIFICATION STRUCTURE REPORTS	12
OTHER REPORTS	13
GRANT PURGE REPORTS.....	14

STARS MANUAL

GRANTS

INTRODUCTION

This chapter will explain how to enter Grant information into STARS. If you do not have authority to enter Grant information into STARS, this chapter will also explain how to complete the online Grant Control form that can be sent to the State Controller's Office.

In order to be accurate in using Grants, please be sure you are familiar with information in the [Classification Structure](#) chapter.

- You must know your agency's structure requirements.
- You must know your fund structure, as well as how your agency uses it for reporting.
- You must know if your Grant should look up a Project, and how to find it on STARS.

CURRENT REVISIONS LOG

December 17, 2001 - A new section added to *Understanding the Basics* – Grant – Purges and modifications to *How to Adjust* and *Grant Reports*.

June 27, 2003 - The grant form was updated to include the grant indicator definition. The manual reflects the current form version.

July 11, 2005 – Grant phase and Project phase now accept alphanumeric characters.

GRANTS – WHAT IS IT

Use a grant to accumulate data regarding revenues and expenditures for a particular situation or period of time. Grants do not have to be formal federal grants but are a tool for collecting any type of information that the agency would like to see accumulated in one place. If you control by grant budgets it is always at the phase; however, cash control can be at grant only or down to the grant/phase. Grants can post to the General Ledger for Trial Balance information. Grants are usually the higher-level collection source.

STARS controls the postings to the Grant File record using a series of indicators and data elements stored in the Grant Control (table 29). These elements include the Grant Number, Grant Phase, Description, Grant Type, Grant Manager, and look up elements used to reduce coding on grant-related transactions. Start and End Dates are included to open and close the grant for posting financial transactions.

RELATIONSHIP TO OTHER TABLES

The Grant Control Table uses two other tables in STARS: the Grant Descriptor (D47) Table and the Project Control (27) Table (if a project is looked-up). STARS also uses the Grant CFDA Number descriptor table (40) to identify the federal ID numbers and their titles.

GRANTS – UNDERSTANDING THE BASICS

STARS supports grant accounting activity in order to record, maintain, and report on related revenues and expenditures. As noted, grants collect data on more than just federal grants. STARS maintains separate unique grant records for each grant to support grant reporting and management information needs.

GRANT PHASES

The original Grant must be set up so that it includes the phase. A phase breaks defines grant in more detail. If you do not need the detail, use 00 for the phase.

You can set up budgets for grant/phases in order to track or control the amount of expenditures per grant/phase. Depending on the controls in the Grant Control Table, the table will determine whether postings to the grant/phase can exceed the amount of the grant budget.

Likewise, your agency can determine whether it wants the grant/phase to post to the General Ledger File for reporting purposes. Trial balances can be obtained by grant/phase if the Grant Control Table shows the grant posts to the GL file.

If necessary, you can control the grant or grant/phase by the available cash for the grant or grant/phase. This posting control is set up on the Grant Control Table per grant/phase. However, if you do not receive cash for the grant on a regular basis, you may want to consider using a grant budget for control instead.

GRANT DESCRIPTOR TABLE – D47

The Grant Descriptor (D47) Table is an optional table that provides titles for grant reports that are requested at the grant level. If no entry is made on the D47, the message 'No Title on File' will be printed in the grant title area of the report.

When a grant report is requested at the grant phase level, the title will come from the grant control level for each individual phase. There are no controls on the D47 - it is for descriptive information only.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 47 GRANT		
.....1.....2.....3.....4.....5		
TABLE-ENTRY-KEY: 686SAWCSP		
AGENCY, GRANT NUMBER		
REFERENCE-DATA:		
TITLE: SAWC SPECIAL PROJECTS		
EFF-START-DATE:	EFF-END-DATE:	LAST-PROC-DATE: 020894

The table entry key is your agency number followed by your six-character grant number.

GRANT CFDA NUMBER DESCRIPTOR TABLE – D40

The grant CFDA number descriptor table (D40) is required to identify the Federal catalog numbers related to Federal grant awards. This federal ID number must be on this table before you can enter this catalog number on the Grant Control Table.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 40 GRANT CFDA NUMBER		
.....1.....2.....3.....4.....5		
TABLE-ENTRY-KEY: 10.553		
CFDA NUMBER		
REFERENCE-DATA:		
TITLE: SCHOOL BREAKFAST PROGRAM		

The table entry key is the CFDA number assigned to your federal grant.

PROJECT CONTROL TABLE – 27 - OPTIONAL

If a project is associated with your grant, the grant can automatically lookup the project using the lookup Project and Project/Phase - No field. See the [Projects](#) subchapter for more information on the Project Control Table.

TRANSACTION CODES THAT POST TO THE GRANT FILE

See the 400-455 range. See the [Transaction Code Summary](#) in the online STARS manual, the DAFR8640 transaction code decision table, the on-line screen 28, or the DAFR8740 GL to TC crosswalk.

TRANSACTION CODES USED BY SCO ONLY

(If you need this type of transaction processed, please contact to with your request SCO, Statewide Accounting.):

TC	Description
900	Record PY Billable & Expendable Grant Budgets
901	Record PY Amount Billed - Grants
902	Record PY Receipts/Collections - Grants
903	Record PY Pre-Encumbrances - Grants - FYE Only
905	Record Prior Year Expendable Grant Budget
910	Record PY Cash Expenditures - Grants
920	Record PY Billable & Expendable Grant & Subg Budgets
921	Record PY Amount Billed - Grants & Subgrantees
922	Record PY Receipts/Collections - Grants & Subgrantees
930	Record PY Cash Expenditures - Grants & Subgrantees

PURGES

You can post data to the general ledger so that you can purge individual grant phases. The grant purge process checks the balance of a grant on the general ledger. Grant phases with a zero balance can be purged. You can request reports at the phase level.

In order to purge grant financial information and the related grant control (GC) table record, several criteria must be met. The purge program looks for financial information in several files and the purge indicator (PI) on the grant control table to determine if the records can be purged.

The program runs the following tests for the grant related information to purge, there can be no document file, no cash control file or general ledger file balances associated with the grant or grant phase. Balances in any of these files will cause the program to fail as purging would result in a system file out of balance condition and reporting for the grant becomes invalid.

1. Grant Purge Indicator Test - The program first looks at the grant control purge indicator field. If the grant control purge indicator is "Y" (purge grant/phase) on the Grant Control Table Maintenance/Inquiry Screen 29, the program will read the document file. If a document for the grant/phase exists that has a balance, the purge selection criteria will fail.
2. Document and Cash Control File Test - If the document file does not have a balance, the program proceeds to interrogate the cash control file to see if there is a cash balance for that grant/phase. A cash balance may be at the grant level, or grant phase level depending on the cash control posting indicator on the grant control table (screen 29). If phases are not posted, the grant cannot have a cash balance or the purge selection criteria will fail.
3. General Ledger Test - If both the document and cash control file tests pass, the program reads against the general ledger file to determine if there are any general ledger accounts with balances for the grant/phase. As with the cash control file, this can be at the grant or grant phase level depending on the GL post indicator on the grant control table. A balance in any general ledger account for the grant/phase will cause the purge selection criteria to fail.

To summarize, in order for the grant related information to purge, there can be no document file, cash control file, or general ledger file balances associated with the grant or grant phase.

GRANT CONTROL TABLE MAINTENANCE – S029 – HOW TO COMPLETE

Use the Grant Control Table to create, edit, and inquire on grant codes. For each grant, the table maintains a variety of codes and other information that affect how STARS processes the accounting transactions and stores financial information for that grant.

VERSION 3.1	STARS--GRANT CONTROL TABLE MAINTENANCE/INQUIRY	S029
FUNCTION: (A=ADD C=CHANGE D=DELETE N=NEXT R=RECALL)		
AGCY:000 GRANT-NO:	GRANT-PHASE:	FEDERAL ID:
DESCRIPTION:		GRANT-TYPE: PRI:
START-DATE:	END-DATE:	LOOKUP PROJ-NO: PROJ-PH:
OBJ-POST-LEVEL:	REV-POST-LEVEL:	BUDGET-CTL-TYPE: CAT: PI:
CASH-POST-LEVEL:	CASH-CTLTYP:	GL-BY-GRANT: INT:
GRANT-MANAGER:	ORC:	
* * * * * BILLING INFO * * * * *		
METHOD:0CYCLE:0MMDD:	1	2 3 4
RANGE: LOW EXP-SOBJ-DTL:	HIGH EXP-SOBJ-DTL:	RATE:
VENDOR #:	NAME 1:	
	NAME 2:	
	ADDR:	
	CITY:	ST: ZIP:
* * * * * RECOVERY INFO * * * * *		
CUR DOC:	SFX:	TC: INDEX:
EXPSBJ:	ED: PCA:	FUND: FD:
REVSBJ:	RD: REF-DOC:	RSFX:
LAST PROC DATE:	INTERRUPT:	

For each grant code, the Grant Control Table maintains informational fields and control indicators.

Informational fields maintain the grant/phase name, federal identification number, description, grant type, and grant manager. These fields do not have a control function within STARS.

Control indicators affect how STARS processes transactions related to a grant. For example, they determine whether you can over-expend a grant's budget, and if the information is to be stored on STARS, broken down by fund. See the [ERROR! REFERENCE SOURCE NOT FOUND.](#) section later in this chapter for more information.

GRANT-29 FORM – HOW TO COMPLETE

To set up a Grant, [click here to locate and open the GRANT-29 form](#). Instructions are also available on that Web page. To help with the process, the form is similar to the Grant Control Screen (S029) in STARS.

GRANT CONTROL TABLE MAINTENANCE –S029 DATA ENTRY INSTRUCTIONS

Many agencies enter their own Grants instead of submitting them to the State Controller's Office for data entry. However, when those agencies accept this responsibility, they also accept the responsibility for fixing any problems that may arise.

The following instructions are provided for agencies that enter their own Grants using the GRANT-29 form. These are the same instructions used by the State Controller's Office.

Data Element	Description
FUNCTION	A – ADD a new record C – CHANGE an existing record DELETE is not used. You can remove grant records through the grant purge process.

The following elements are referred to as Control Keys. Once added, they cannot be changed.

AGENCY	Your three-digit agency code
GRANT NUMBER	Enter the six-character Grant Number and the two-alphanumeric Grant Phase assigned by your agency. If you are not dividing the Grant into phases, enter zeros (00) in the Grant Phase field.
GRANT PHASE	

The following are Information or Lookup elements used to reduce manual data entry.

Data Element	Description
FEDERAL ID	Enter the twenty-character Federal ID Number or leave blank. You should enter this number if this is a federal grant. This can usually be found on your grant award notification.
DESCRIPTION	Enter the Grant Description, up to forty characters.
GRANT TYPE	Enter the one-digit GRANT TYPE: 1 – Federal Grant 2 – State Grant 3 – Other Grant
PRI	Y – Yes. Will show on IPOPS or I-TIME N – No. Will not show on IPOPS or I-TIME
START DATE	Enter the six-digit Grant Start Date (MMDDYY) or leave blank. If entered, this date identifies the effective start date for posting to the grant. You cannot make postings to this grant before the effective start date. If you do not enter a start date, postings can begin at any time.
END DATE	Enter the six-digit Grant End Date (MMDDYY) or leave blank. If entered, this date identifies the effective end date for posting to the grant. You cannot make postings to this grant after the effective end date. If you do not enter an end date, you can make postings at any time.
LOOKUP PROJ-NO PROJ-PH	Enter the six-character Lookup Project Number and the two-alphanumeric Lookup Project Phase or leave both fields blank. STARS uses the Lookup Project Number/Phase to associate a Project/Phase with the Grant/Phase defined in the Grant Control Table. If your transaction code supports the Grant file, STARS simultaneously posts the Project with the same transaction information. You must have the project set up on your agency's Project Control (27) Table before you can enter this lookup.

For the following data elements, you should understand their implications before you enter them. Be sure you have read the How to Adjust section of this chapter for information on how to make adjustments if you incorrectly enter or change the elements.

WARNING: The following factors will influence your decision about which level of Expenditure and Revenue Object Post Level Indicator to use.

- Once you enter these indicators, you should not change them even at year-end, since grants are not restricted to fiscal years. If you need to make a change, we recommend that you make the change on the Grant for the new grant year.
- The level on the Grant Control Table will be the level displayed on the online Grant File Inquiry screens (66 and 77).
- If a high degree of detail is required for reporting purposes then this indicator must reflect that degree of detail. Reports can be produced which give information at more summarized levels, but reports will cannot be ordered for a lower level of detail then is posted to the file. This level should be the lowest level of detail that you may want on your reports and online.

Data Element	Description
OBJ-POST-LVL	<p>Enter the one-character Expenditure Object Posting Level indicator. This determines the Expenditure Object level that STARS will post transactions to the Grant File and if it posts with a Fund. The valid indicators are as follows:</p> <p style="text-align: center;"><u>FUND OBJECT LEVEL</u></p> <p>0 – No FUND, No Exp Object 1 – No FUND, EXP OBJECT level 2 – No FUND, EXP SUMMARY OBJECT level 3 – No FUND, EXP SUBOBJECT level 4 – No FUND, EXP SUBOBJECT DETAIL level -OR- A – FUND, No Exp Object B – FUND, EXP OBJECT level C – FUND, EXP SUMMARY OBJECT level D – FUND, EXP SUBOBJECT level E – FUND, EXP SUBOBJECT DETAIL level</p> <p>Note: You must post your Grant budgets at this level if you are using budgetary controls. When budgets are not used, this indicator should be set at the lowest level desired for reporting and on-line inquiry.</p>

Data Element	Description
REV-POST-LEVEL	<p>Enter the one-digit Revenue Object Posting Level indicator that identifies the level of Revenue Object that STARS will post a Grant in the Grant File. The types of indicators are as follows:</p> <p style="text-align: center;"><u>OBJECT LEVEL</u></p> <p>0 – No Rev Object</p> <p>1 – REV OBJECT level</p> <p>2 – REV SUMMARY OBJECT level</p> <p>3 – REV SUBOBJECT level</p> <p>4 – REV SUBOBJECT DETAIL level</p>
BUDGET-CTL-TYPE	<p>Enter the one-digit Budget Control Type indicator. Identifies whether STARS will control the Grant Expendable Budget Control on a fatal or warning basis, if at all.</p> <p>0 – NONE - No Control. All transactions will post and STARS will issue no error messages. You can make postings in excess of the grant budget.</p> <p>1 – FATAL - Fatal Control. Expenditures over the grant budget will not post and STARS will issue a fatal error message. You must enter a large enough grant expendable budget to allow an expenditure transaction to post against the grant.</p> <p>2 – WARNING - Warning Control. Expenditures over the grant budget will post and STARS will issue a warning error message. To avoid constant generation of warning messages, you should enter adequate expendable budgets.</p> <p>See the Grant Budgeting chapter for more information.</p> <p>NOTE: You can change the budget control type without problems to the reporting or on-line screens. Enter budgets into STARS through the standard data entry process.</p>
CAT	<p>Enter the eight-character Catalog (CFDA) Number or leave blank. You should use catalog numbers on all Federal grants and subgrantees. The CFDA number normally includes a two-character federal agency code, a (.), and an additional three characters. See the Catalog of Federal Domestic Assistance which has a variety of ways to search for the needed number.</p>
PI	<p>Enter the one-character Purge Indicator.</p> <p>N – Grant not ready for purge. Use for new grant setups.</p> <p>Y – Grant closed, ready for purge.</p>

Data Element	Description
CASH-POST-LEVEL	<p>Enter the one-digit Grant Cash Control Posting Level indicator that identifies whether the Grant Cash will post to the Grant level on the Cash Control File (63). The indicator types are as follows:</p> <p>0 – No separate Grant Cash Control. Cash can be spent up to the amount of the cash in the fund or fund detail, not restricted by grant. CASH CTL TYPE must be '0', No control.</p> <p>1 – Maintain separate Grant Cash Control. Only this grant/fund can use the cash posted to this grant/fund. If not enough cash is available in the grant and fund, STARS will not process expenditures.</p> <p>2 – Maintain separate Grant Phase Cash Control. Only this grant phase/fund can use the cash posted to this grant phase/fund. If not enough cash is available in the grant phase and fund, STARS will not process expenditures. Also posts grant/grant phase to the Average Daily Cash File.</p>
CASH-CTLTYPE	<p>See CASH POST LEVEL above.</p> <p>Enter the one-digit Cash Control Type indicator that identifies whether STARS will control the Grant Cash Control on a fatal or warning basis.</p> <p>(If maintaining separate grant (1 cash post level) or grant phase (2 cash post level) cash posting, the CASH CTL TYPE must be set to the same as the Cash Control Type (CCT) of the fund on the D22 Table. Most should be '1', Fatal control. Funds such as the General Fund and Deficiency Warrant funds should be '0'.)</p> <p>0 – NONE – No Control. All transactions will post and STARS will not issue any error messages. CASH POST LEVEL must be '0', no separate grant cash control.</p> <p>1 – FATAL - Fatal Control. Expenditures in excess of the cash balance will not post and STARS will issue a fatal error message. CASH POST LEVEL must be '1' (maintain cash at grant level) or '2' (maintain cash at grant/phase level). You must set this level to the same Cash Control Type Level of the Fund on the D22 Table.</p> <p>2 – WARNING – Not Available.</p>

Data Element	Description
GL-BY-GRANT	<p>Enter the one-digit General Ledger Grant Level Posting indicator.</p> <p>0 – Post transaction to the GL file at the fund/fund detail level only. Grant information will not post to the General Ledger file. Trial Balances will not generate down to the Grant level.</p> <p>1 – Post transactions to the GL file at the fund/fund detail grant level. Grant information will post to the General Ledger file. You can get trial balance reports down to the Grant level. You can see on-line postings to the Grant on the General Ledger files. (You can view cash balances (GL 1003) by Grant on Inquiry Screen 76.)</p> <p>2 – Post transactions to the GL file at the fund/fund detail grant/grant phase level (NEW) Grant and grant/phase information will post to the General Ledger file. You can get trial balances down to the individual grant/phase level.</p>
INT	Enter the one-digit Interest indicator. Should be set to “N” - No unless SCO helpline has authorization and clarification from STO.

The following are Information or Lookup elements used to reduce manual data entry. Start and End Dates are included to open and close the grant for posting financial transactions:

Data Element	Description
GRANT MANAGER	Enter the name of the Grant Manager up to forty characters or leave blank. Identifies the grant manager or other optional information.
ORC	Enter the four-digit Organization Reporting Category or leave blank. Provides a statewide code that may be used for accumulating grant information across organization or program boundaries.

The **BILLING INFO** defines if, how, and when the grant will be billed. Although this billing function is not currently used, the following default values are described:

METHOD	<p>0 – Grant not billed</p> <p>This cannot be changed</p>
BILLING CYCLE	<p>0 – Grant not billed</p> <p>This cannot be changed</p>

The **RECOVERY INFO** is currently not being used.

GRANTS – HOW TO ADJUST

IMPORTANT: If you enter Grant controls incorrectly, correcting the Grant Control table will not correct the transactions that have already processed in STARS. In order to correct prior postings, you would need to complete the following steps:

DAY 1 – REVERSING THE INCORRECT TRANSACTIONS

1. Set the Grant Control table to the incorrect controls.
2. Enter adjusting entries to reverse out the posted transaction.
3. Release the batch for processing in the nightly processing.

WARNING: You should not release any other batches for that day that might post to the incorrect grant information. If you do, they will process under the incorrect controls and will have to be reversed.

DAY 2 – RE-ENTERING THE OLD TRANSACTIONS

1. Set the Grant Control table to the correct controls.
2. Enter adjusting entries to re-post the old transactions to the correct controls.
3. Release the batch, as well as other batches you have held for processing in the nightly processing.

NOTE: If you are making the change upward (e.g., expenditure summary object to object level) you may be able to leave the old data as is and request your reports at the higher level. However, your online information for those transactions already posted would be at the lower level and would not combine on the online screens.

GRANT REPORTS – WHAT ARE THEY

GRANT CLASSIFICATION STRUCTURE REPORTS

DAFR8590	The Grant Control Table Listing Shows a listing of all grants set up on the Grant Control (29) Table. NOTE: To run through DM, see DA809140.
DAFR8750	Descriptor Table Report D40 – Listing of all CFDA catalog numbers on STARS. D47 – Listing of all grant titles (recommend doing a Nomad report for your agency since the listing is for all agencies).

OTHER REPORTS

DAFR0104	Trial Balance by Grant and Grant/Phase Shows the financial status of the Grant across all funds. (See DAFR8160 for detail by fund.)
DAFR0227	(T) - Misc Payables To Non-State Parties
DAFR0235	Grant Revenues and Expenditures by Grant/Fund Will summarize to the grant level if desired.
DAFR7850	Grant Revenues and Expenditures by Fund/Grant Summary report showing revenues and expenditures based on how your controls post the information to the grant file.
DAFR8160	Trial Balance by Fund/Grant and Grant/Phase Shows the financial status of the Grant by Fund.
DAFR8180	Trial Balance By Fund, GL Acct, & Transaction Code Shows the financial status of the Grant broken down by GL account and transaction code. Modified to include the grant phase level.
DAFR8230	Grant Transaction Analysis Detail report showing all transactions for a period based on grant number.

Other reports that can be ordered to the Grant level, but only have Grant/Phase information in the Data area (not split by Grant) include:

DAFR0150	Financial Transaction Count
DAFR6830	Cash Transactions By Fund
DAFR6840	Encumbrance Status By Program & Object
DAFR7690	Appropriation Totals By Fund/Budget Unit/Object
DAFR8070	Encumbrance Status By Organization & Object
DAFR8190	Statement Of Cash Position By Fund
DAFR8260	Project Transaction Analysis

GRANT PURGE REPORTS

DAFR0219	Grant Control Purge Indicator Report Shows all grants regardless of the type of purge indicator. Used to indicate changes needed to the PI (purge indicator) field on the Grant Control Table. PI's need to be changed to Y in order for the grant to be purged.
DAFR0221	Grant Control Purge Report Lists all grants with a purge indicator of "Y". Grants that have a balance in the cash control, general ledger, or document file will not purge. If not, this report shows the GL accounts that need to be cleared before the end of the fiscal year before the system can purge the grant. (Note: SCO sets up on the 91 screen and submits a run through DM using DA809192.)